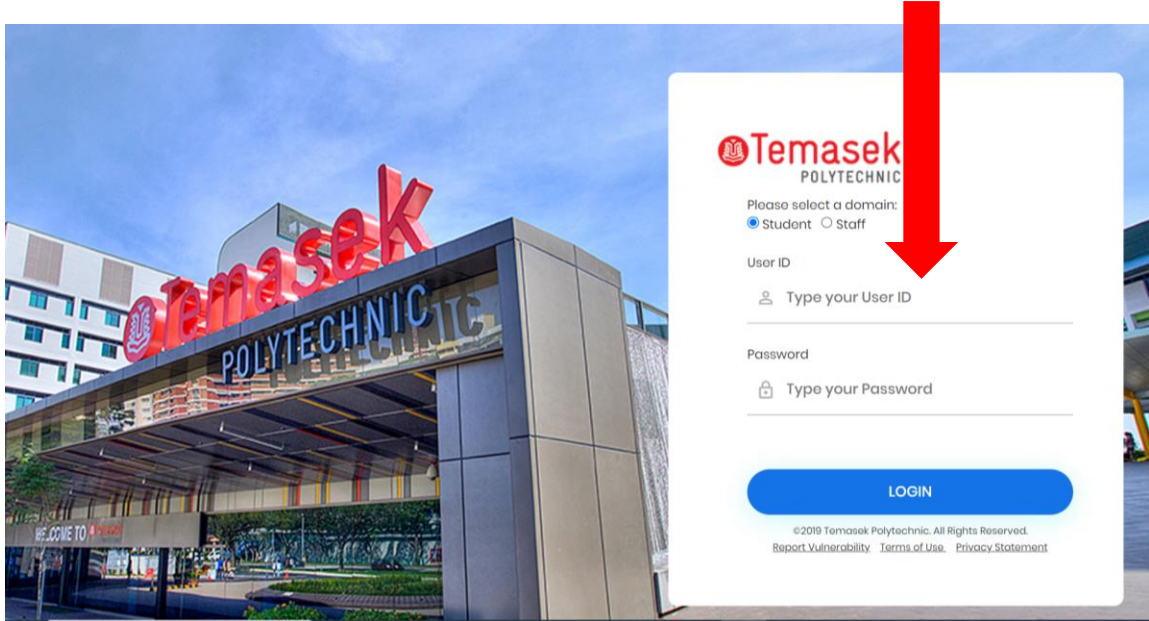
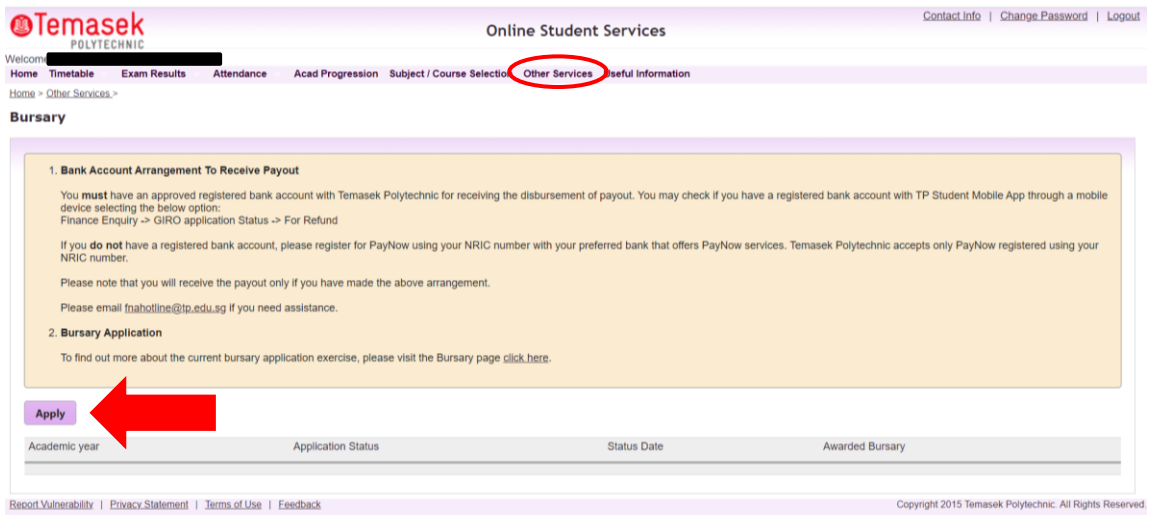


# STEP BY STEP GUIDE ON BURSARY APPLICATION

- 1) Go to TPOSS portal (<https://services.tp.edu.sg>). Login with your student admission number and password.



- 2) Click on 'Other Services (Student Admin)' followed by 'Bursary Application'.
- 3) On the bursary page, click 'Apply'



- 4) Complete the section on 'Housing Type' by selecting from the given option.

Temasek POLYTECHNIC Online Student Services

Welcome [Redacted]

Home Timetable Exam Results Attendance Acad Progression Subject / Course Selection Other Services Useful Information

Home > Other Services > Bursary

**Bursary - Apply**

Student Name [Redacted]  
Citizenship Singapore Citizen  
Home Address [Redacted]  
Mobile Number [Redacted]

Student Admission No. [Redacted]  
Year of Study 1.  
Student Type Full Time

**Housing Type**

Ownership  Rented  Purchased

HDB  1-Room  2-Room  3-Room  4-Room  5-Room  Executive Condominium  Mansionette

Non HDB  Condominium  Landed Property  Private Apartment

Others (Please specify)

- 5) Scroll down and complete the section on 'Family Members'. Fill in all the particulars and click the button 'Add'. Repeat the above steps, until all family members are updated.

Student Type Full Time

**Housing Type**

Ownership  Rented  Purchased

HDB  1-Room  2-Room  3-Room  4-Room  5-Room  Executive Condominium  Mansionette

Non HDB  Condominium  Landed Property  Private Apartment

Others (Please specify)

**Family Members**

Immediate and non-immediate family members living together.

Name [Redacted] Age 13 Relationship Brother NRIC/BC No [Redacted] Marital Status Single

Employment Status Not Applicable Occupation Secondary School Student Total Gross Monthly Income (includes OT and allowances) [Redacted] **Add**

S.No	Name	Age	Relationship	NRIC/BC No	Marital Status	Employment Status	Occupation	Total Gross Monthly Income (includes OT and allowances)	Remove All
1	[Redacted]	50	Father	[Redacted]	Married	Employed	Grab Driver	2500	remove
2	[Redacted]	49	Mother	[Redacted]	Married	Employed	Admin Officer	2000	remove
3	[Redacted]	24	Self	[Redacted]	Single	Not Applicable	Temasek Poly Student	0	remove
4	[Redacted]	17	Sister	[Redacted]	Single	Not Applicable	Nanyang Junior College student	0	remove

- 6) Check to ensure that you have updated the particulars correctly. If you noticed any mistake, click on the 'Remove All' button to remove all the family members or click on 'remove' button to remove one of the family members. Note amendments are not allowed once you submit the application.

- 7) Scroll down and complete the section 'Income from Other Sources'. Some examples of income from other sources are rental, pension, etc. Note the field for 'Total Gross Monthly Income' and 'Per Capita Income' are auto calculated based on what you have updated earlier for each family members.

S.No	Name	Age	Relationship	NRIC/BC No	Marital Status	Employment Status	Occupation	Total Gross Monthly Income (Includes OT and allowances)	Remove All
1		50	Father		Married	Employed	Grab Driver	2500	remove
2		49	Mother		Married	Employed	Admin Officer	2000	remove
3		24	Self		Single	Not Applicable	Temasek Poly Student	0	
4		17	Sister		Single	Not Applicable	Nanyang Junior College student	0	remove
5		13	Brother		Single	Not Applicable	Tampines Secondary School Student	0	remove

Income from Other Sources (e.g. alimony, rental, etc.)

Total Gross Monthly Income (includes OT and allowances)

Per Capita Income

**Supporting Documents**

Supporting Documents Checklist

- Only JPG, JPEG, PNG, and/or PDF file are accepted.
- Other file types such as Excel, Word, etc. are **not allowed**.
- Total file size of all documents should not exceed **20MB**.
- Filenames of the supporting documents **cannot be the same**.
- Upload **at least** 1 document under the **Identification** Category and 1 document under the **Income Declaration** Category.

- 8) Refer to '[Supporting Documents Checklist](#)' to confirm what are the documents that you need to upload to the bursary application.
- 9) Download the '[Declaration form](#)'
- If your family members are self-employed, unemployed, employed but unable to produce pay slip. (Complete Section I, II and/or III)
  - If your family have other sources of income (Complete Section IV)
  - If you are a repeated bursary applicant (Complete Section V)

10) Upload supporting documents by clicking 'Add More Documents'. Note the points stated on the webpage:

- Only JPG, JPEG, PNG, and/or PDF file are accepted.
- Other file types such as Excel, Word, etc. are not allowed.
- Total file size of all documents should not exceed 20MB.
- Filenames of the supporting documents cannot be the same.
- Upload at least 1 document under the Identification Category and 1 document under the Income Declaration Category.

**Supporting Documents**

Supporting Documents Checklist

- Only JPG, JPEG, PNG, and/or PDF file are accepted.
- Other file types such as Excel, Word, etc. are **not allowed**.
- Total file size of all documents should not exceed **20MB**.
- Filenames of the supporting documents **cannot be the same**.
- Upload **at least** 1 document under the **Identification** Category and 1 document under the **Income Declaration** Category.

[Add More Documents](#) [Remove All](#)

Name CPF	Category Income Declaration	Choose file Choose file	Mother's CPF:	Remove
Name NRIC	Category Identification	Choose file Choose file	Mother's NRIC	Remove

**Declaration**

Are you currently in receipt of any other scholarship or external bursary / study grant for AY2023/2024?

Yes

No

Are your Siblings Studying in Temasek Polytechnic?

Yes

No

11) Check to ensure that you have uploaded the documents correctly. If you noticed any mistake, click on the 'Remove All' button to remove all the uploaded documents or click on 'Remove' button to remove one of the documents.

12) Complete the last part, 'Declaration'.

- For the question 'Are you currently in receipt of any other scholarship or external bursary / study grant?':  
Select 'Yes' for scholarship and sponsorship.  
Select 'No' for prizes, awards, tuition grant, TTFS Mendaki, TP bursary.
- If you have sibling studying in Temasek Polytechnic, select 'Yes', specify his/her admission number in given field and click the button 'Add'. Repeat the above steps, if you have more than 1 sibling studying in Temasek Polytechnic.

**Declaration**

Are you currently in receipt of any other scholarship or external bursary / study grant for AY2023/2024?

Yes

No

Are your Siblings Studying in Temasek Polytechnic?

Yes

Please Specify

Admission Number	<a href="#">Remove All</a>

No

1. I understand that:

- Submission of any false information will render my application void and that I will be required to refund to TP the full value of bursary received.
- I have to refund full value of bursary received if I voluntarily withdraw from my course of study or receive any academic full scholarship in the same academic year.
- The bursary award (Higher Education, DFP & TP Bursary) will be used for the payment of my outstanding school fees before the remaining amount is disbursed to the bank account that I maintained with TP.
- TP cannot take responsibility for payment made to the wrong bank account, delayed payment or non-payment of the bursary if I fail to give sufficient notice of any change to details of my bank account.
- I have to deposit the cheque (for Higher Education Community Bursary only) within six months from the date of issuance as indicated on the cheque.
- Any request to claim the bursary monies for cheques which have expired beyond one year after cheque issuance date will be rejected.

2. I understand and accept that decision made by TP with regards to my bursary application is final and non-negotiable.

3. I have no objections for TP to share the information given herein for statistical purposes. I can review TP's privacy statement online at <https://www.tp.edu.sg/privacystatement>.

13) Read point 1 to 4 in the webpage and click the tick box if you understand, declare and agree. Click the 'Save' button if you are not ready to submit your application.

1. I understand that:

- Submission of any false information will render my application void and that I will be required to refund to TP the full value of bursary received.
- I have to refund full value of bursary received if I voluntarily withdraw from my course of study or receive any academic full scholarship in the same academic year.
- The bursary award (Higher Education, DFP & TP Bursary) will be used for the payment of my outstanding school fees before the remaining amount is disbursed to the bank account that I maintained with TP.
- TP cannot take responsibility for payment made to the wrong bank account, delayed payment or non-payment of the bursary if I fail to give sufficient notice of any change to details of my bank account.
- I have to deposit the cheque (for Higher Education Community Bursary only) within six months from the date of issuance as indicated on the cheque.
- Any request to claim the bursary monies for cheques which have expired beyond one year after cheque issuance date will be rejected.

2. I understand and accept that decision made by TP with regards to my bursary application is final and non-negotiable.

3. I have no objections for TP to share the information given herein for statistical purposes. I can review TP's privacy statement online at <https://www.tp.edu.sg/privacystatement>.

4. I declare that I have not received any government bursary from TP or other institutions for the same academic year.

I declare that the information and the supporting documents supplied in this application are true and correct. I did not wilfully withhold or suppress any other relevant information.

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- 14) Note that application that is saved and left in the draft stage will not be processed. Please be reminded to submit your draft application once you are ready. You will need to prepare and submit a fresh application in Semester 2 if you have forgotten to submit your draft application in Semester 1.

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Welcome [Redacted]

Home | Timetable | Exam Results | Attendance | Acad Progression | Subject / Course Selection | Other Services | Useful Information

Home > Other Services > Bursary

**Bursary - Apply**

**Bursary application SAVED.**

- Please remember to complete the application and click 'SUBMIT'.
- Only submitted bursary application form with its supporting documents will be processed.

Ok

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- 15) To retrieve and submit your draft, click the 'AY' of current bursary application.

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Home > Other Services >

**Bursary**

**1. Bank Account Arrangement To Receive Payout**

You must have an approved registered bank account with Temasek Polytechnic for receiving the disbursement of payout. You may check if you have a registered bank account with TP Student Mobile App through a mobile device selecting the below option:  
Finance Enquiry -> GIRO application Status -> For Refund

If you do not have a registered bank account, please register for PayNow using your NRIC number with your preferred bank that offers PayNow services. Temasek Polytechnic accepts only PayNow registered using your NRIC number.

Please note that you will receive the payout only if you have made the above arrangement.

Please email [fnahotline@tp.edu.sg](mailto:fnahotline@tp.edu.sg) if you need assistance.

**Bursary Application**

Bursary application SAVED.  
Please remember to complete the application and click 'SUBMIT'.  
Only submitted bursary application form with its supporting documents will be processed.  
To find out more about the current bursary application exercise, please visit the Bursary page [click here](#).

Academic Year	Application Status	Status Date	Awarded Bursary
AY2023/2024	Draft	13/03/2023 09:36 AM	

- 16) You can now make necessary updates or to submit your application.

1. I understand that:

- Submission of any false information will render my application void and that I will be required to refund to TP the full value of bursary received.
- I have to refund full value of bursary received if I voluntarily withdraw from my course of study or receive any academic full scholarship in the same academic year.
- The bursary award (Higher Education, DFP & TP Bursary) will be used for the payment of my outstanding school fees before the remaining amount is disbursed to the bank account that I maintained with TP.
- TP cannot take responsibility for payment made to the wrong bank account, delayed payment or non-payment of the bursary if I fail to give sufficient notice of any change to details of my bank account.
- I have to deposit the cheque (for Higher Education Community Bursary only) within six months from the date of issuance as indicated on the cheque.
- Any request to claim the bursary monies for cheques which have expired beyond one year after cheque issuance date will be rejected.

2. I understand and accept that decision made by TP with regards to my bursary application is final and non-negotiable.

3. I have no objections for TP to share the information given herein for statistical purposes. I can review TP's privacy statement online at <https://www.tp.edu.sg/privacystatement>.

4. I declare that I have not received any government bursary from TP or other institutions for the same academic year.

I declare that the information and the supporting documents supplied in this application are true and correct. I did not wilfully withhold or suppress any other relevant information.

Submit Save

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17) Note that changes cannot be done once you submit your application. Click 'Yes' to confirm the submission.

Confirmation

Do you want to submit the application form? You will not be able to make changes after submission. Please confirm that you want to continue.

Yes No

1. I understand that:

- Submission of any false information will render my application void and voidable.
- I have to refund full value of bursary received if I voluntarily withdraw from my application.
- The bursary award (Higher Education, DFP & TP Bursary) will be used for my educational expenses only.
- TP cannot take responsibility for payment made to the wrong bank account.
- I have to deposit the cheque (for Higher Education Community Bursary) to the bank account that I maintained with TP.
- Any request to claim the bursary monies for cheques which have expired must be made within 3 months of the end of the academic year.

2. I understand and accept that decision made by TP with regards to my bursary application is final and non-negotiable.

3. I have no objections for TP to share the information given herein for statistical purposes. I can review TP's privacy statement online at <https://www.tp.edu.sg/privacystatement>.

4. I declare that I have not received any government bursary from TP or other institutions for the same academic year.

I declare that the information and the supporting documents supplied in this application are true and correct. I did not wilfully withhold or suppress any other relevant information.

Submit Save

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18) Your bursary application has been submitted.

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Home > Other Services > Bursary

**Bursary - Apply**

**Bursary application SUBMITTED.**

- Your application is now pending verification.

Ok

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19) You can log in anytime to check the status of your bursary application. You will also be notified via email of your application status at each stage of our processing.

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Online Student Services

Contact Info | Change Password | Logout

Welcome [Redacted]

Home Timetable Exam Results Attendance Acad Progression Subject / Course Selection Other Services Useful Information

Home > Other Services >

**Bursary**

**1. Bank Account Arrangement To Receive Payout**

You **must** have an approved registered bank account with Temasek Polytechnic for receiving the disbursement of payout. You may check if you have a registered bank account with TP Student Mobile App through a mobile device selecting the below option:  
 Finance Enquiry -> GIRO application Status -> For Refund

If you **do not** have a registered bank account, please register for PayNow using your NRIC number with your preferred bank that offers PayNow services. Temasek Polytechnic accepts only PayNow registered using your NRIC number.

Please note that you will receive the payout only if you have made the above arrangement.

Please email [fnah hotline@tp.edu.sg](mailto:fnah hotline@tp.edu.sg) if you need assistance.

**2. Bursary Application**

- Bursary application SUBMITTED.
- Your application is now pending verification.
- To find out more about the current bursary application exercise, please visit the Bursary page [click here](#).

Academic year	Application Status	Status Date	Awarded Bursary
AY2023/2024	Pending Verification	13/03/2023 10:02 AM	

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### COMMON TECHNICAL ISSUES

- Ensure your total file size is less than 20MB. You may also consider reducing the file size for image files using [Microsoft Lens: PDF scanner mobile app](#).
- You should have at least 1 file in the category “Identification”
- You should have at least 1 file in the category “Income Declaration”
- The document names (left-most column that you fill in on the left of the category) of the uploaded files should be named differently.
- All the declaration checkboxes have been ticked (i.e. Siblings studying in TP, currently receiving any scholarships, and the declaration that all information is correct).
- Make sure you do not have any decimals in your application. For example, 2000.00 change it to 2000.
- Upload your files 2 at a time, pressing save after uploading each 2 before uploading the next 2 files. If 2 at a time still does not work, you can try saving with just one file.
- Try a different browser if you are unable to save or submit. Recommended browser is Google Chrome.
- If you still encountered difficulties, please email us at [bursary@tp.edu.sg](mailto:bursary@tp.edu.sg).

#### Note:

Note that the web layout may be subjected to changes from time to time.

Should there be any changes noticed or problems encountered trying to submit the application, please do not hesitate to contact us for assistance.